

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.

202203013

|   |  |
|---|--|
| Originating Department:   | Parks & Recreation   |
| Division/Program: (i.e. Dept. Division and Program)   | Parks / M&O / Plantation Rifle Range   |
| Contract or Grant Administrator:  | Christ Thomsen   |
| Contractor's / Agency Name:   | Skagit County Sheriff Department   |
| Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?    Yes <input type="radio"/> No <input checked="" type="radio"/><br>Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____  |  |
| Does contract require Council Approval?    Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____<br>Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)   |  |
| Is this a grant agreement?    If yes, grantor agency contract number(s): _____ CFDA#: _____<br>Yes <input type="radio"/> No <input checked="" type="radio"/>  |  |
| Is this contract grant funded?    If yes, Whatcom County grant contract number(s): _____<br>Yes <input type="radio"/> No <input checked="" type="radio"/>   |  |
| Is this contract the result of a RFP or Bid process?    Contract _____<br>Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: <u>6335</u>   |  |
| Is this agreement excluded from E-Verify?    No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.   |  |
| If YES, indicate exclusion(s) below:<br><input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency<br><input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS).<br><input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000.<br><input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA. |  |
| Contract Amount:(sum of original contract amount and any prior amendments):<br>\$ <u>16,109.98</u><br><br>This Amendment Amount:<br>\$ _____<br><br>Total Amended Amount:<br>\$ <u>16,109.98</u>  | Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b><br>1. Exercising an option contained in a contract previously approved by the council.<br>2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.<br>3. Bid or award is for supplies.<br>4. Equipment is included in Exhibit "B" of the Budget Ordinance.<br>5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County. |
| Summary of Scope: _____   |  |
| Interlocal Cooperative Agreement between Whatcom County Parks & Recreation and Skagit County Sheriff Department for use of the Plantation Rifle Range for the purpose of providing firearms qualifications for commissioned and non-commissioned personnel. Generates \$16,109.98 in use fees and taxes for the County.   |  |
| Term of Contract: 1 year  | Expiration Date: 12/31/2022  |

|                   |  |                        |
|-------------------|--|------------------------|
| Contract Routing: | 1. Prepared by: <u>Shannon Batdorf</u>                     | Date: <u>2/15/2022</u> |
|                   | 2. Attorney signoff: <u>Brandon Waldron via email</u>      | Date: <u>2/22/22</u>   |
|                   | 3. AS Finance reviewed: <u>Marianne Caldwell via email</u> | Date: <u>2/25/22</u>   |
|                   | 4. IT reviewed (if IT related): _____                      | Date: _____            |
|                   | 5. Contractor signed: _____                                | Date: <u>2-7-22</u>    |
|                   | 6. Submitted to Exec.: _____                               | Date: <u>3-22-22</u>   |
|                   | 7. Council approved (if necessary): _____                  | Date: <u>4-12-22</u>   |
|                   | 8. Executive signed: _____                                 | Date: <u>4-15-22</u>   |
|                   | 9. Original to Council: _____                              | Date: <u>4-21-22</u>   |

INTERLOCAL COOPERATIVE AGREEMENT  
BETWEEN  
WHATCOM COUNTY (PARKS & RECREATION)  
AND SKAGIT COUNTY SHERIFF'S OFFICE



THIS AGREEMENT is made and entered into by and between Whatcom County (Parks & Recreation Department) ("County") and Skagit County Sheriff's Office (Contracting Entity), collectively referred hereinafter as the "Parties." This Agreement is entered into pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act. The Department or Party contracting with Whatcom County shall hereinafter be identified by name or as the "Contracting Entity."

**1. PURPOSE:**

For the use by the Contracting Entity of the County's Plantation Rifle Range (Range) located at 5102 Samish Highway, Whatcom County, Washington. The Plantation Rifle Range has two separate shooting ranges identified and named as Pistol & Smallbore Rifle Range (Smallbore) and High Power Rifle & Trap Range (High Power). These facilities are to be used by the Contracting Entity in accordance with the use terms as set forth in this Agreement for Law Enforcement training purposes.

The Contracting Entity is contracting with the County for use of the Range for the purpose of the Contracting Entity to provide firearms qualifications, practice or training for commissioned and non-commissioned personnel of the Contracting Entity.

It is understood and agreed by the Parties that the County shall provide no training or supervision at the Facility during the Contracting Entity's exclusive or individual use periods. The County shall provide, upon request by the Contracting Entity's Supervisor or Coordinator, assistance to the individual Supervisor or Coordinator, in familiarizing them with the operations of facilities, equipment, and other infrastructure necessary to facilitate the Contracting Entity's use under the terms of this Agreement.

It is understood and agreed by the Parties that the Contracting Entity is a qualified law enforcement agency, or equivalent entity, such that their supervisor and/or participants are experienced with and trained in the use of firearms and firearm safety. The County shall have no duty to train or assist the Contracting Entity with firearm safety or rifle range safety.

It is understood and agreed by the Parties that during the exclusive use of the Range by the Contracting Entity, there will be no County staff or agents present or provided at the Range, unless a County staff member is present doing other tasks or duties unrelated to the Contracting Entity's use of the Range. The County is not providing any County employees, staff or assistance, oversight or supervision to the Contracting Entity during their use at the Range.

**2. RESPONSIBILITIES**

**WHATCOM COUNTY PARKS & RECREATION DEPARTMENT RESPONSIBILITIES:**

The Parks and Recreation Department shall make available to the Contracting Entity the Plantation Rifle Range at such time and under such conditions as are hereinafter set forth.

**CONTRACTING ENTITY RESPONSIBILITIES:**

A. The Contracting Entity shall provide all targets, target standards, ammunition and other materials necessary for the use of the Range. All ammunition used on the Indoor Range will be restricted to

a round utilizing a Total Metal Jacket (TMJ) or Jacketed Hollow Point (JHP) bullet having muzzle energy not greater than 400 foot pounds.

- B. Schedule, in advance, with Whatcom County's representative exclusive use days for the Smallbore and High Power ranges.
- C. Assume full responsibility for safety of the entire Range during any period of exclusive use by the Contracting Entity.
- D. Be responsible for the conduct of members of the Contracting Entity while on the Range during exclusive use periods. Should any member violate the rules of the Range or safety rules, such member shall be immediately prohibited from further use of the Range that day and may not be allowed further use until such time the member is appropriately trained and the Contracting Entity feels assured that no further Range or safety rules will be violated by that member.
- E. Designate, and report to the County's Representative the name of an individual who shall act as a qualified supervisor and coordinator of all Contracting Entity's activities at the Range. This individual shall be the person with whom the County's Representative will work in connection with day-to-day matters of Range use, and who will be in direct charge during actual Range use.
- F. There shall be a Contracting Entity supervisor or coordinator and a Contracting Entity Range Safety Officer present at the Range at all times during exclusive use. The supervisor or coordinator shall terminate use of the range if any danger or safety risk is present at the facility and provide immediate electronic or verbal notice to the County, followed by a written notice to the County within 24 hours detailing the danger or safety risk. The Range Safety Officer shall be responsible for supervising safe shooting activities, monitor and enforce safety and range rules, and range operations during times of exclusive use. (The Range Safety Officer may also function as the supervisor or coordinator.)
- G. A written report of all accidents, damage or injury that occurs shall be provided immediately or no later than 24 hours to the County. The written report shall provide sufficient details of the incident, including the date, time, circumstances and nature of injury or damage, and the name of the injured party, witnesses and Contracting Entity's Supervisor present at the time of the incident. The written report shall be submitted to Whatcom County Parks and Recreation Department Office or to the Range County personnel.
- H. Check out the Range key from the County's Representative. The Range key provides limited access to Range facilities. Access shall include: entry gate access, access to approved facilities, and public spaces. The Contracting Entity shall maintain control of the issued key at all times, including keeping the key secured when not in use and maintaining a log of any employees provided use of the key. The Contracting Entity shall not provide access to the key for vendors or contractors for any purpose. Any keys provided to the Contracting Entity may not be copied or duplicated.
- I. The Contracting Entity shall maintain a sign-in log for each exclusive use day. The log shall include, at a minimum, the signature of the Contracting Entity supervisor or coordinator, the Range Safety Officer, their phone numbers and all employees participating in Contracting Entity activities. The sign-in logs shall be provided to the County's Representative at least quarterly.
- J. The Contracting Entity and its participants must comply with all Federal, State and local laws.



- K. All litter, trash, or debris left by the Contracting Entity shall be picked up and disposed of in appropriate receptacles provided at the Range.
- L. No minors are allowed to be present at the Range during exclusive use.
- M. The Contracting Entity shall pay all costs associated with damage, destruction, or loss to the County at the Facilities as a result of the Contracting Entity's use and/or presence at the Range.
- N. Contracting entity shall ensure its members are in compliance with Whatcom County Health Department COVID-19 requirements at the time of use.

**USE OF THE RANGE**

- A. The Contracting Entity shall have exclusive use of the Range in the year 2022 for twenty-three (23) eight (8) hour days. The Contracting Entity will have the option of splitting an 8-hour day into two 4-hour days. All dates and times shall be determined by mutual agreement by the Contracting Entity and Whatcom County Parks and Recreation Department representatives.

This exclusive use shall be by mutual agreement of both the Contracting Entity and the Whatcom County Parks and Recreation Department. Use dates scheduled, that are not canceled 48 hours in advance will be charged against the Contracting Entity's contract.

- B. Individual members of the Contracting Entity, who are counted as officers upon presentation of their Contracting Entity Law Enforcement identification card, shall be entitled to use of Range facilities without payment of regular fees. Provided, such use shall:
  - Be during periods when the Range is normally scheduled to be opened to the general public;
  - Be subject to all rules and conditions of use by the general public except for payment of fees;
  - Not interfere with normal, customary use of the Range;
  - The use is for practice and training as an officer.
  - Does not include supplies or Trap Range use.
  - Rights or use under this Agreement is not extended to Contracting Entity's family or friends.

**3. TERM OF AGREEMENT:**

The term of this Agreement shall be from January 1, 2022 through December 31, 2022.

**4. MANNER OF FINANCING:**

- A. Contracting Entity shall pay a fee of Sixteen Thousand, One Hundred Nine Dollars and Ninety-Eight Cents (\$16,109.98).

|                     |                          |                      |
|---------------------|--------------------------|----------------------|
| 23 Days             | @ \$571.88 / day         | = \$13,153.24        |
| 62 Officers         | @ \$18.38 / officer      | = \$1,139.56         |
|                     | Subtotal                 | = \$14,292.80        |
|                     | Sales Tax                | = \$1,229.18         |
| <u>Storage Unit</u> | <u>@ \$588.00 / year</u> | <u>= \$ 588.00</u>   |
|                     | <b>Total</b>             | <b>= \$16,109.98</b> |

- B. The payment shall be due on or before sixty days of signed contract. Any additional days may be scheduled by mutual agreement of both parties. Payment for any use beyond the annual twenty-three (23) day period shall be due within 30 days from approved contract.

**5. ADMINISTRATION:**

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

5.1 The Contracting Entity's representative shall be:

Sheriff:

Sergeant Ben Hagglund  
Phone Number: 360-661-4446  
Email: [benh@co.skagit.wa.us](mailto:benh@co.skagit.wa.us)

Jail:

Sergeant Brian Schrader  
Phone Number: 360-416-1960  
Email: [brians@co.skagit.wa.us](mailto:brians@co.skagit.wa.us)

5.2 Whatcom County's representative shall be:

Mike McKenzie  
Regional Park Supervisor  
Phone Number: 360-296-6083  
Email: [MMckenzi@co.whatcom.wa.us](mailto:MMckenzi@co.whatcom.wa.us)

**6. TREATMENT OF ASSETS AND PROPERTY:**

No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

**7. INDEMNIFICATION:**

To the fullest extent permitted by law, the Contracting Entity agrees to indemnify, defend and hold the County and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any act or omission, negligent or otherwise, of the Contracting Entity, its employees, agents, participants or volunteers or Contracting Entity's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with Contracting Entity's activity and use under this Agreement; or 3) are based upon the Contracting Entity or their participants, employees, agents, or volunteers, or its subcontractors' use of, presence upon or proximity to the property of the County. This indemnification obligation of the Contracting Entity shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the County.

This indemnification obligation of the Contracting Entity shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the Contracting Entity hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the Contracting Entity are a material inducement to County to enter into this Agreement, and have been mutually negotiated by the parties.

It is further provided that no liability shall attach to the County be reason of entering into this Agreement, except as expressly provided herein. The parties specifically agree that this Agreement is for the benefit of the parties only and this Agreement shall create no rights in any third party. The County reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of Contracting Entity's indemnity obligations under this Agreement.

The Contracting Entity agrees all Contracting Entity's indemnity obligations shall survive the completion, expiration or termination of this Agreement.

In the event the Contracting Entity enters into subcontracts to the extent allowed under this Agreement, the Contracting Entity's subcontractors shall indemnify the County on a basis equal to or exceeding Contracting Entity's indemnity obligations to the County. All insurance shall be per occurrence.

**8. INSURANCE:**

Each Party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying party to the indemnified party.

**9. TERMINATION:**

Any party hereto may terminate this Agreement upon thirty (30) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**10. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:**

The Agreement may be changed, modified, amended or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

**11. EXTENSION:**

This Agreement be extended by mutual written consent of the parties, for a period of up to one year at a time, and for a total of no longer than three (3) years.

**12. SEVERABILITY:**

In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

**13. ENTIRE AGREEMENT:**


This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement this 7 day of February, 2022.

**BOARD OF COUNTY COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Peter Browning, Chair

  
\_\_\_\_\_  
Ron Wesen, Commissioner

  
\_\_\_\_\_  
Lisa Janicki, Commissioner


Attest:

  
\_\_\_\_\_  
Clerk of the Board

For contracts under \$5,000:  
Authorization per Resolution R20030146

  
\_\_\_\_\_  
County Administrator

Recommended:

  
\_\_\_\_\_  
Department Head

Approved as to form:

  
\_\_\_\_\_  
Civil Deputy Prosecuting Attorney  
Erik Pedersen, Reviewed 1/27/2022

Approved as to indemnification:

  
\_\_\_\_\_  
Risk Manager

Approved as to budget:

  
\_\_\_\_\_  
Budget & Finance Director

WHATCOM COUNTY

*Satpal Sidhu*

Satpal Sidhu, County Executive

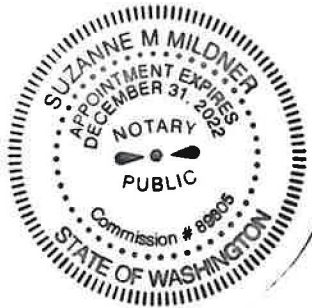
STATE OF WASHINGTON)

) ss.

COUNTY OF WHATCOM)

On this 15<sup>th</sup> day of April, 2022, before me personally appeared Satpal Sidhu, to me known to be the County Executive of WHATCOM COUNTY and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

Given under my hand and official seal this 15<sup>th</sup> day of April, 2022.



*Suzanne M. Mildner*

NOTARY PUBLIC in and for the State of Washington,  
residing at Bellingham  
My Commission expires: 12-31-22

WHATCOM COUNTY PARKS & RECREATION  
DEPARTMENT

*[Signature]*

Michael McFarlane, Director

APPROVED AS TO FORM:

Approved by email / BW  
County Deputy Prosecuting Attorney



**WHATCOM COUNTY**  
**Parks & Recreation**  
3373 Mount Baker Highway  
Bellingham, WA 98226-7500



Michael G. McFarlane, Director  
Christ Thomsen, Parks Operations Manager

**MEMORANDUM**

**RECEIVED**

**TO:** Satpal Sidhu, County Executive

**FROM:** Michael McFarlane, Director 

**DATE:** March 21, 2022

**RE:** Plantation Rifle Range Use Agreement – Skagit County Sheriff's Department

MAR 22 2022

WHATCOM COUNTY  
EXECUTIVE'S OFFICE

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Enclosed is the Interlocal Cooperative Agreement between Whatcom County Parks & Recreation and the Skagit County Sheriff's Department for use of the Plantation Rifle Range to provide firearms qualifications for commissioned and non-commissioned personnel.

Whatcom County Parks & Recreation has had a collaborative agreement with the Skagit County Sheriff's Department for use of the Range to train their personnel for many years. This Interlocal Cooperative Agreement generates \$16,109.98 in budgeted revenue for Whatcom County and outlines the terms and conditions for use of the Range.

Please feel free to contact Christ Thomsen, Parks Operation Manager at extension 5865 if you have any additional questions or concerns.

Thank you.